

School of Public Administration

Course Offerings: Spring 2027 and Fall 2027

IMPORTANT: Please note that all courses are delivered over approximately 10 weeks. The course duration is not limited to the specific dates listed below. Some of the coursework is done at your own pace. Online courses are delivered in both synchronous (live classes) and asynchronous formats.
Students can expect a 60-hour commitment per course. (*see 'general information' on page 2 for additional details)

SPRING 2027

Course and Instructor	Course Title (Regional area/stream for continuing students)	Location (see 'Course Offering' below for details)	Dates & Times (In-person course times: 8:30 am to 4:30 pm Students attend ALL course dates listed)
PADM 202-01 Todd Pugh	Local Government Finance in BC (Vancouver Island Stream)	Ocean Front Hotel, Cowichan Bay	January 14 & 15 February 18 & 19 March 11 & 12 (Thursday-Friday sessions)
PADM 202-02 Stephen Fleming	Local Government Finance in BC (Kelowna Stream)	Ramada Hotel, Kelowna	January 20, 21 & 22 and February 24, 25 & 26 (Wednesday to Friday sessions)
PADM 203-01 Lisa Zwarn	Municipal Law in BC (Online Stream)	Online	Live online class times: Three classes: Mondays 12:00-1:30 pm January 25, February 1 & 8.
PADM 209-01 Lisa Zwarn	Fundamentals of Local Government Corporate Administration (Online Stream)	Online	Live online class times: Three classes: Mondays 9:30-11:00 am January 25, February 1 & 8.
PADM 210-01 John Leeburn	Management Fundamentals for Local Government Professionals	Beach Acres, Parksville	January 20, 21 & 22 and February 10, 11 & 12 (Wednesday to Friday sessions)

Course Offering Information:

- All courses are open to both new and continuing students. Students generally start/continue with the stream/course in their regional area.
- Tuition Fees: \$1,288.42 per course (includes tuition and texts).
- In-person classes: Students attend for all dates listed for the course. Class times are 8:30 am to 4:30 pm.
- Online classes: Includes both 'live' classes online and online self-paced learning. Students must attend 'live' online classes.

Fall 2027 - draft schedule

(September to November. Specific dates available April 2027)

Course	Title (Delivery mode TBC)	Regional Area (For continuing students)
PADM 200	Local Government Administration in BC	Online Stream
PADM 200	Local Government Administration in BC	Kelowna Stream
PADM 201	Local Government Services in BC	Kootenays Stream
PADM 202	Local Government Finance in BC	Online Stream
PADM 203	Municipal Law in BC	Vancouver Island Stream
PADM 307	Ethics and the Responsible Local Gov't Professional	Online Stream

FREQUENTLY ASKED QUESTIONS

Spring 2027 Courses

IN-PERSON COURSE:

What are the class times for the in-person courses?

Classes start at 8:30 am and finish by 4:30 pm. Please refer to the Spring 2027 dates for the exact course dates and locations. Students are expected to attend all listed in-person dates for a course. Please see below for more information.

ONLINE COURSE INFORMATION:

Will the course be completed in “live” classes online or through online self-paced learning?

- **Both.** Times and dates of the “live” online classes are shown below. Some of the learning will also be completed by you on your own time and pace during the course. Your instructor will provide further information before the course starts on timing and assignments.
- Will online “live” sessions be recorded? **No. Students are expected to attend ALL ‘live’ online classes.**

When will the “live” online classes be held?

Note that all courses will require additional self-paced work by students each week:

- **PADM 203** Three classes: Mondays / **12:00 – 1:30 pm** - January 25; February 1 & 8
- **PADM 209** Three classes: Mondays / **9:30 – 11:30 am** - January 25; February 1 & 8

GENERAL INFORMATION:

Can I take any class that interests me, and can I enroll in more than one class?

Yes, to both questions if the live online/in-person class dates do not conflict. However, we **strongly recommend** that new students take **one course in their first term** so they can get a sense of work/life/school balance.

Note that online and mixed-mode courses require the same amount of work and effort as in-person courses, and you will have approximately 5-6 hours of coursework per week.

You can expect a 60-hour commitment per course, no matter the delivery mode. To help you prepare, your instructor will reach out at the beginning of the term with a welcome note, specific course details, and exact start and end dates.

When can I register for classes?

- For courses starting in January 2027, registration begins mid-November 2026.
- For courses starting in September 2027, registration begins early July 2027.

Can I get on a class list early?

Yes. Please get in touch with us at localgovernment@capilanou.ca if you would like to be placed on a draft class list. This way, you will receive early notification to register for your course, and we can provide further information about how our programs can help meet your career goals.

Do I have to take the courses in any particular order? No. You may take PADM courses in any order.

New students generally start with the next available course in their regional area. Our core courses (PADM 200, 201, 202 & 203) appear in each regional area in a specific rotating sequence. The program was designed so that, regardless of which course a student started with, if they continued taking a core course each term (fall and spring), they would complete all the core courses in their regional area over those four terms.

What equipment do I need to take a PADM online or mixed-mode course?

For online and mixed-mode courses, computer and internet access are required. Your computer should have speakers and a microphone (or you may want to use a headset with both). Cap U utilizes “eLearn” as its primary online learning platform. WebEx, MS Teams and Zoom may be used for “live” online classes.

Will I get a textbook? Yes, all required materials are provided. You will either receive a digital version or a physical book distributed on your first day, depending on your course format.

Can more than one person from a local government register for each course?

Yes. Note that for Board of Examiners scholarships (UBCM Commemorative), employers may endorse up to three employees per year.

What is the course cost, and what does it include?

Course fees are \$1,288.42 per course and include: tuition, texts, and access to the online learning platform with course materials.

Is there financial assistance available? Yes, see the [Board of Examiners](#) and [LGMA](#) scholarship websites and [CapU Scholarships, Bursaries & Awards](#)

To earn the Certificate in Local Government Administration, how many courses are needed? Five in total.

There are FOUR courses required:

- **PADM 200** – Local Government Administration in BC
- **PADM 201** – Local Government Services in BC
- **PADM 202** – Local Government Finance in BC
- **PADM 203** – Municipal Law in BC

ONE elective course is also required. Students may choose from one of the following:

- PADM 204** – MATI® Leadership in Local Government Organizations
- PADM 205** – MATI® Advanced Communications Skills for Local Government Professionals
- PADM 207** – MATI® Managing People in Local Government Organizations
- PADM 208** – MATI® Community Planning for Local Government Professionals
- PADM 209** – Fundamentals of Local Government Corporate Administration
- PADM 210** – Management Fundamentals for Local Government Professionals
- PADM 305** – Problem Solving and Decision Making Skills – Policy Analysis for Local Government Professionals
- PADM 306** – Project Management Skills for Local Government Professionals
- PADM 307** – Ethics and the Responsible Local Government Professional
- PADM 308** – MATI® The Successful CAO: Local Government Advanced Management

What credentials are offered beyond the Local Government Administration and Local Government Leadership Development Certificates? Students completing the Local Government Administration Certificate or the Local Government Leadership Development Certificate may wish to continue to:

- **Local Government Administration Certificate (Advanced)**
- **Local Government Administration Diploma**

These credentials are best suited for students who wish to continue beyond the Local Government Administration Certificate or the Local Government Leadership Development Certificate level and:

- Are able to take courses offered in a 6-day in-person format (MATI® courses)
- Have taken other post-secondary courses that can be considered for transfer credit

Who is the Local Government Leadership Development Certificate for?

This certificate is designed for local government professionals with experience in a management or supervisory role, who are seeking to improve their leadership abilities and equip themselves for more senior positions. Please get in touch with us for further information about this credential.